

**College of Business Administration
Department of Management
Chair Evaluation**

In the Collective Bargaining Agreement (effective through December 15, 2009), page 11, we find:

- 1. An evaluation of the chair's performance shall be conducted by a committee of four members of the bargaining unit of the department: two elected by the bargaining unit faculty, one appointed by the Dean, and one appointed by the Provost.*
- 2. The evaluation shall be conducted according to the process set forth in the college's and departmental guidelines and approved by the Dean and the Provost. Units without guidelines shall promptly prepare and submit them to the Provost.*
- 3. The evaluation process shall include the opportunity for individual bargaining unit faculty to make an anonymous (to the extent permitted by law) written qualitative and summary evaluation of the chair. The committee's recommendation shall include a summary of the individual bargaining unit faculty's evaluations.*
- 4. The committee shall report its recommendation to the Dean after conferring with the bargaining unit faculty by a process established in the college's guidelines.*

Department of Management Process

This process applies to the bargaining unit faculty of the management department (BUFD). Solicitation, consideration, summary, etc. of input from other stakeholders is outside the scope of this process.

A departmental committee called the Chair Review Committee (CRC) as established in (1) will conduct this evaluation. The CRC will meet and elect a chair. The chair will call meetings and set appropriate deadlines as necessary to expeditiously carry out the business of the committee as outlined below.

- A. The committee will distribute, collect and summarize the evaluation forms (attached) to the BUFD, without revealing the specific ratings or comments of any individual faculty member.
- B. The attached questions must be included as a part of the review. If necessary and important, the CRC may add to this as agreed upon by the BUFD and as approved by the CBA Dean and the Provost.
- C. At a minimum, the Department Chair must provide the following information to the committee within two weeks of receiving the request for it from the CRC.
 1. A letter from the Chair summarizing his/her accomplishments and performance. The letter may address issues such as:
 - a. The annual goals set for the department by the Chair each year, since the term in office began

- b. The extent of progress made toward these goals
- c. New initiatives led by the Chair and their success
- d. Management of staff, part-time faculty, and student assistants (including TAs)
- e. Efforts for the Department, College, University and beyond

2. The Chair's updated curriculum vitae.

- D. The CRC will make these materials available to the BUFD for review.
- E. The CRC will prepare a report summarizing the qualitative and quantitative responses obtained from the survey of the BUFD. The summary report will be made available to the BUFD.
- F. The committee will consider comments and suggestions on the content of the report by the BUFD.
- G. The BUFD will be provided with a ballot on whether a formal meeting is needed to vote on the (updated) content of the report. If the majority of the BUFD do not vote in favor of holding a meeting, no meeting will be held. If the majority of the BUFD opt for a meeting, the CRC Chair will call a Chair Review Meeting for the BUFD. At this meeting, content of the report may be amended by vote by the majority of those BUFD members that are physically present.
- H. The final report shall be sent to the Dean¹ for his/her consideration. The report will include typewritten copies of all of the survey qualitative comments along with the quantitative data. The committee shall be available to meet with the Dean in person if necessary.

¹ In the unusual circumstance in which the (Acting) Dean is one and the same person as the Chair under review, the materials shall be given to such a person as designated by the Provost to fulfill this role in this instance.

Department of Management Chair Review Questions
(to be distributed to the Bargaining Unit Faculty Members Only)

Name of Chair Being Evaluated: _____

Directions

Please place "X" marks in the appropriate boxes within the table. Make additional comments in the section that follows the table.

In general, this individual:	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
1. conducts department meetings in an effective manner					
2. is available for consultation or discussion					
3. encourages and facilitates effective teaching					
4. encourages and facilitates effective research					
5. encourages and facilitates effective service					
6. promotes a collegial environment for collaboration and the free exchange of ideas					
7. communicates in a timely manner					
8. responds to faculty concerns effectively					
9. helps individual faculty set and achieve professional goals					
10. helps set and achieve departmental goals					
11. acts as an effective liaison between the department and the administration					
12. encourages a climate of innovation					
13. effectively manages daily operations of the department					
14. maintains a vision consistent with department, college and university goals					
15. solicits input from faculty before making important program unit decisions					
16. maintains effective relationships with external stakeholders					
17. listens to and engages students effectively					
18. demonstrates support for student organizations					
19. moves work along effectively					
20. considers both the student and faculty needs when creating teaching schedules					
21. conducts fair and effective faculty evaluations					
22. secures resources for the department					

Additional Areas of Consideration

Please identify and comment on the strengths of your department chair.

Please identify and comment on the weaknesses of your department chair.

What suggestions do you have for the Chair to be more effective and/or enhance the department?